

# TOPS NEW ENHANCEMENT FOR SIDEWALK CAFÉ PERMITS

Presentation on Enhancements for the Public 9/21/2020

#### What Changed and the Benefit to Sidewalk Café Owners

#### **Enhancements:**

- Permittees have the ability to identify individual unit numbers for each sidewalk café, in addition to the physical address.
- Permittees can verify licensing information from the DC Department of Consumer and Regulatory Affairs (DCRA). This is done through an Application Programming Interface that allows the Transportation Online Permitting System (TOPS) website to communicate with DCRA's licensing portal.

#### **Benefits:**

- Time-saving benefits allowing permittees to verify their DCRA license within the TOPS program;
- Verification of licenses by DDOT's staff allows them to see actual licensing statuses that will allow for more accurate processing of sidewalk café applications;
- Increased enforcement of sidewalk cafes for Public Space Inspection Officers.



# Visit tops.ddot.dc.gov

#### **TOPS (Transportation Online Permitting System)**





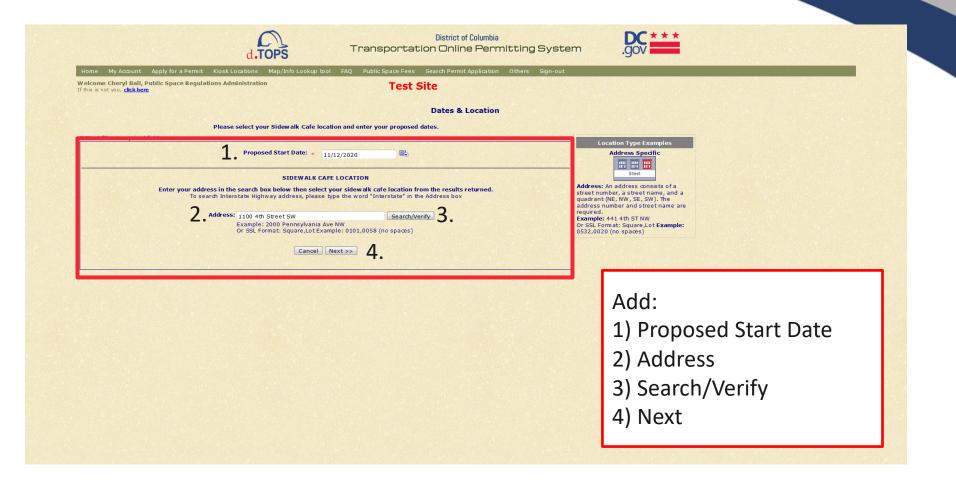
#### Apply for a Public Space Rental/Annual Permit:



#### New Sidewalk Café Section:

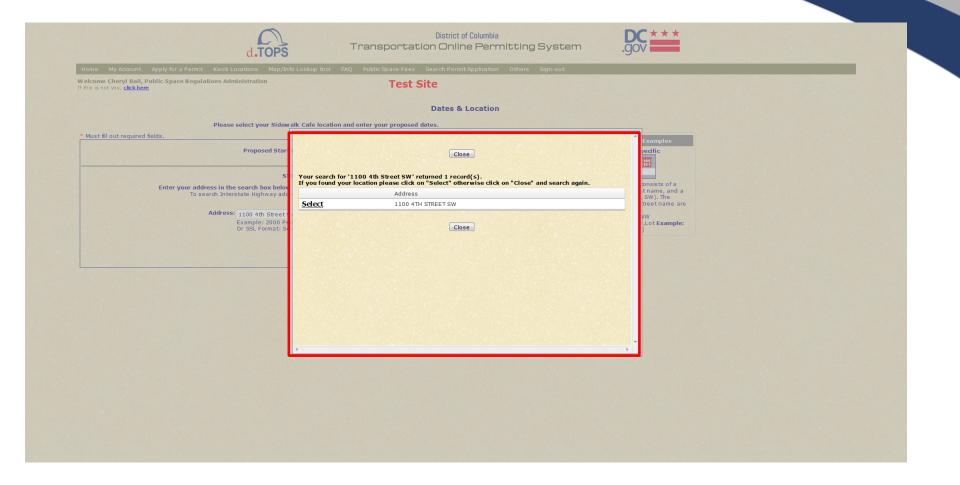


#### Start Date, Location, and Search/Verify:



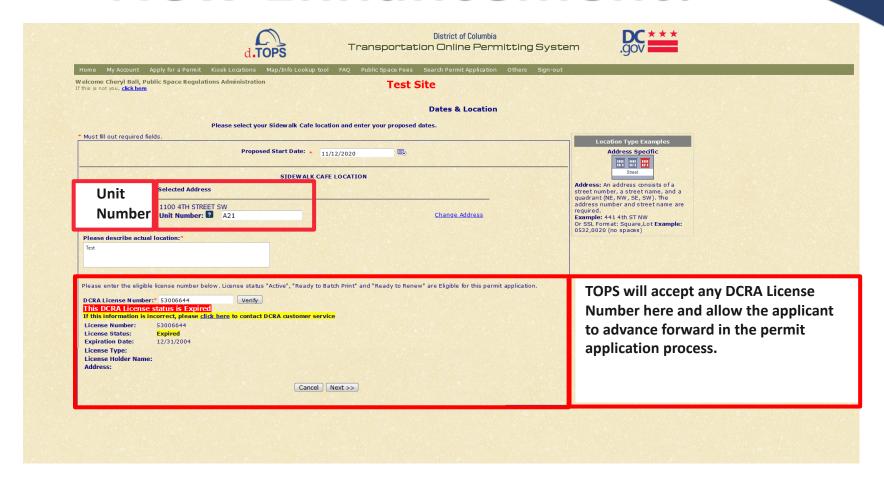


#### **Select the Correct Location:**



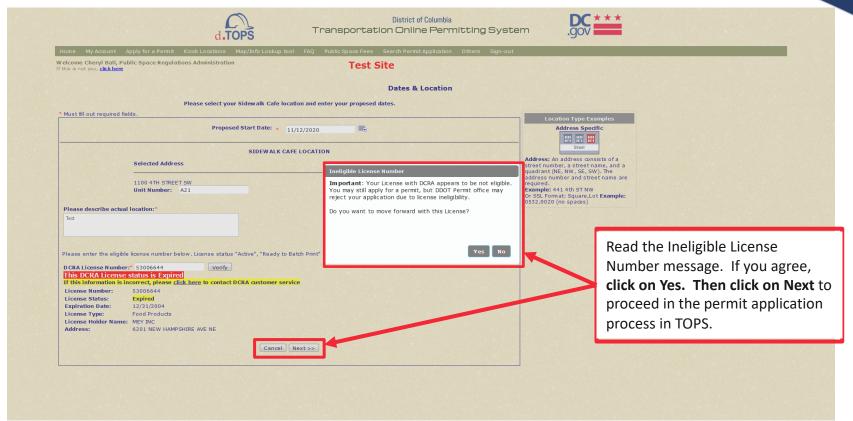
#### Public View - Added Unit & DCRA License Numbers:

# \*New Enhancement!



#### Message to Ineligible DCRA License Holders:

# New Enhancement!



#### Add Sidewalk Café Details:

his is not you, click here	ace Regulations Admin	istration	Tes	t Site			
	Sidewalk Cafe Details					* Required Fields	
* Business Information							
Cafe Type:	New Sidewalk Cafe End	osed					Application Summary Tracking Number:
Proposed Business Name:		•					10804291
	Proposed Business Nam	ie is required					Status:
* Months of Cafe Operation							Incomplete Event Type:
Year Round	January	February	March	April	May	□ June	New Sidewalk Cafe Enclosed
Duly	August	September	October	November	December		Location: 🔟 🛄
							Unit: A21
* Hours of Cafe Operation ( Start Time:	Set 1) End Time:	© Every Day	Sunday Monday			Follow Follows	Requested Dates: 11/12/2020
Start mine.	End time.	Q Every Day	Sundaymonday	illuesday ill wed	inesday Inursday	Enday Esaturday	Application Creation Date:
Hours of Cafe Operation (5	Set 2)						9/8/2020 8:58 PM
Start Time:	End Time:	© Every Day	Sunday Monday	☐ Tuesday ☐ Wed	dnesday Thursday	Friday Saturday	
* Furniture							
Total No. of Tables:		Total No. of ADA Tables:	Ta	able Sizes:	Total No. o	of Seats:	
* Awnings/Umbrellas							
Has Coverings? No ▼							
* Border							
Has Fence or Wall ? No →							
* Dimensions							
	idth of Cafe (ft):			Depth of Caf			
Total Squar	re Footage (SF): 0			Width of Aisl	e (ft):		

#### **Add Restrictions:**





# **Documents Upload:**

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	spired documents. You may choose to submit the document at the PSRA counter in purson. Your application will not be reviewed until you submit all required documents. You may upload or each critery. The system will accept pdf, 8f, jpg, png, gif and sng for photos and only pdf, til for all other types of documents. The size must be below 20 MB for each file.  The of Occupancy of the property of th	Tracking Number: 10804291
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	Submit in Person: It will submit all related document at PSRA counter: SELECT ONLY IF YOU ARE A HOMEOWNER AND ARE APPLYING FOR A PERMITTO WORK ON YOUR RESIDENCE.	Unit: A21 Requested Dates: 11/12/2020 Application Creation Date:
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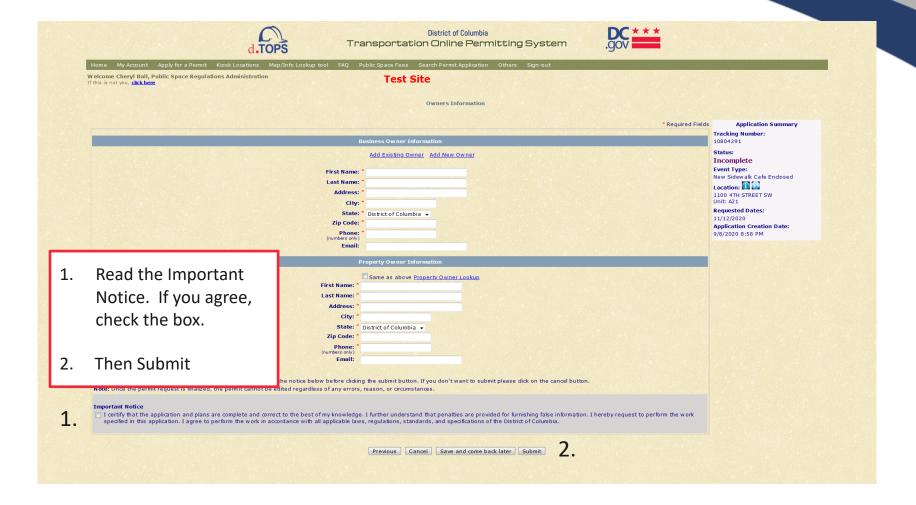


# **Estimated Permit Fee Summary:**



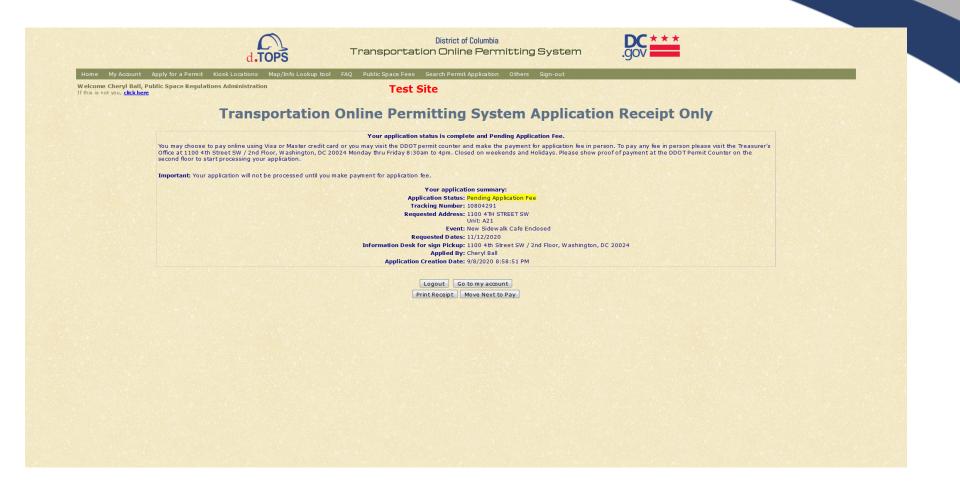


#### Add Business and Property Owner Information:





# **TOPS Application Receipt Only:**





#### Contact Information:

Please contact a member below for additional information and assistance regarding this program.

- Walter K. Graham, Customer Relations Branch Manager
  - Walter.graham@dc.gov
  - 202-535-2699
- Cheryl Ball, IT Specialist
  - Cheryl.ball@dc.gov
  - 202-409-0594



# Ce delivers

district department of transportation